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**CPWF Publication Policies and Guidelines**

**Version 2.0**

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# 1. Introduction

The guidelines should be seen as a complement to the [CPWF Information and Communication Strategy](http://results.waterandfood.org/bitstream/handle/10568/4753/CPWF%20InfoCommsStrategy_short_v5_11_05_05-1.pdf?sequence=1) and a range of other guidelines that have been developed including:

* [Internal knowledge-sharing guidelines](http://kmc4crps.wikispaces.com/file/view/CPWF+Internal+Knowledge+Sharing+Options_11_05_05.pdf);
* [Corporate Identity Guidelines](http://results.waterandfood.org/bitstream/handle/10568/7017/CPWF%20Global%20Level%20and%20Basin%20icons%20Final.pdf?sequence=1); and
* [Working Paper series, notes for contributors](http://cgspace.cgiar.org/bitstream/handle/10568/4756/WP_contributornotes_Mar13_dr6.pdf?sequence=1).

The guidelines are intended for CPWF project partners. The purpose of the guidelines is to:

* Provide an overview of different materials and publications that will be produced or facilitated by CPWF;
* Guide how publications and materials should be produced within CPWF;
* Ensure that consistent standards for communication materials are applied by different partners working with CPWF; and
* Ensure that all materials produced within CPWF are captured and widely shared.

# 2. Producing publications at the basin and project level

## 2.1 Roles and responsibilities

Basin programs are expected to develop their own communication and publication strategy in accord with the CPWF guidelines. Projects, in turn, should adhere to the relevant basin-level strategies. Basins can produce their own publications. They should be high quality, technically accurate, and scientifically sound. Materials that basins might produce include:

* Preliminary results from survey, assessments, evaluations, or field trips;
* Policy briefs on specific research being carried out; and
* Posters from research or explaining research.

Requirements for basins to apply when developing communication materials include:

* Publications styles must adhere to the CPWF identity guidelines and publications guidelines.
* All publications, materials, presentations, videos, and photos must be shared using the CPWF systems that are in place (see section 4.4).

If you have questions contact the Communication Coordinator, Michael Victor (m.victor@cgiar.org).

## 2.2 Language and translation

English is the primary language for CPWF. CPWF recognizes the importance of publishing and producing in local languages, so that knowledge can be shared more widely and with the actual end-users of the research. Given the decentralized nature of CPWF, translations will be the responsibility of the Coordination and Change projects in the different basins.

# 3. Global targets and product mix

The CPWF will produce materials of global importance that synthesize the results and experiences of CPWF research at the local level. As a research-for-development program, the CPWF cannot rely on solely on the publication of scholarly articles to explain itself. While journal papers, books and research reports are important to develop science, they alone cannot represent the core CPWF philosophy, which applies a broader balance of credibility, relevance and legitimacy.

## 3.1 CPWF’s Global target groups

Table 1 shows the main target groups at the global level.

**Table 1. Characterization of CPWF target groups and their needs**

|  |  |  |
| --- | --- | --- |
| **Who** | **Characterization** | **What they need** |
| Decision-makers | Global and regional level decision-makers working in UN agencies, other international agencies, and regional groupings | * Advice on issues based on research being conducted * Options to improve policy implementation * Evidence-based policy advice |
| Investors | Bi-lateral and multi-lateral funding agencies | * Results packaged for development * Interim results of on-going research, what is being learned |
| Development practitioners | Extension agents, development agencies, development practitioners | * Reference materials in easy-to-read formats |
| Researchers | National and international researchers, students, academics | * Sound science and data being collected for evidence-based research into use |
| Press/media | Global and regional media outlets focused on science and popularization of science | * Compelling stories to base media on water- and food-related issues |

## 3.2 CPWF Global products

Table 2 shows the publication mix that will be produced by CPWF. If you are interested in publishing materials in one of these categories please contact the Communication Coordinator, Michael Victor (m.victor@cgiar.org).

**Table 2. A summary of the main publication series with the key contacts.**

|  |  |  |
| --- | --- | --- |
| **Type** | **Focus** | **Leaders** |
| **Working Paper series** | Implications of research for development and analysis and synthesis of key issues, broken into a number of sub-series | Larry Harrington (Editor in Chief)  Michael Victor (Managing Editor) |
| **Briefing papers** | Short, focused briefs synthesizing lessons and experiences | Michael Victor |
| **Outcome stories** | Impacts and lessons from CPWF research packaged in easy to read format | Michael Victor |
| **Project report series** | Final project report from each project for Phase 2 | Tonya Schuetz |

Style guides have been produced and should be used by basins when producing materials.

### 3.2.1 Working Paper series

The CPWF Working Paper series is the primary publication series in CPWF for documenting results of global importance. The Working Paper series presents new thinking, ideas, and perspectives from CPWF research and focuses on the implications for development, rather than just on the analysis of research results. Working papers can discuss completed or on-going research but should be based on sound scientific evidence and data. Working Papers will be peer-reviewed.

Some of the areas on which the Working Paper series should focus include:

* Research into use and development implications of research;
* Synthesis of experiences across a basin or topic, bringing out the development implications as well as the scientific implications;
* The five principles of the CPWF (adaptive management, capacity development, partnerships, gender and diversity, and inter-disciplinary research); and
* Key topics identified in CPWF research. Single disciplinary research and technical papers (i.e. focused on presenting varietal trials or productivity) should be published by specific centers.

If you are interested to write a working paper, see our [Contributors’ Notes](http://cgspace.cgiar.org/bitstream/handle/10568/4756/WP_contributornotes_Mar13_dr6.pdf?sequence=1) or contact the Communication Coordinator, Michael Victor (m.victor@cgiar.org).

### 3.2.2 Briefing notes

Briefing notes provide evidence-based synthesis of information on key issues for decision-makers at different levels. The main target audiences for these notes are development managers, planners and policy makers. They can summarize methodological, policy and technical issues.

If you are interested in producing a brief, please contact Michael Victor (m.victor@cgiar.org).

### 3.2.3 Outcome stories

The CPWF Outcome Story series documents changes in knowledge, attitudes and practices that have emerged through CPWF-funded research. Outcomes occur when research outputs foster engagement processes that result in changes in practice or changes in behavior. These stories capture outcomes at a specific point in time; outcomes may have evolved since the completion of these projects.

If you are interested in contributing, please contact the Michael Victor (m.victor@cgiar.org).

### 3.2.4 Project Finalization Reports

All projects are required to submit a final report, per their contractual agreement. A format and template has been developed. Please contact Tonya Schuetz (t.schuetz@cgiar.org) for more information.

### 3.2.5 Reference materials

CPWF projects produce and adapt a wide range of material such as toolkits, manuals, guidelines, sourcebooks, and case studies for development and extension practitioners. The CPWF wishes to archive all such written materials produced by projects. See section 4 below for details.

# 4. CPWF policy on open access

## 4.1 Rationale

The CPWF adheres to the CGIAR's triple-A dictum of availability, accessibility and applicability. The CGIAR itself has recently adopted an Open Access policy. Thus, CPWF partners should publish in open access journals whenever possible.

The CPWF has entered into partnership with other CG centers to have its publications openly accessible and available at “CG-Space” ([cgspace.cgiar.org](file:///C:\Users\Tonja\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\9FUHSN0D\cgspace.cgiar.org)). The CPWF repository can be accessed at <http://results.waterandfood.org>. It is expected that all outputs from projects will be placed into this repository.

## 4.2 Systems in place for capturing knowledge and Information

The current knowledge management systems have been established:

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of product** | **System** | **Links** | **KM team contact** |
| Research outputs | CGSpace | [results.waterandfood.org](http://results.waterandfood.org/) | Michael ([m.victor@cgiar.org](mailto:m.victor@cgiar.org)) |
| PowerPoints | SlideShare | <http://slideshare.net/CPWF> | Michael |
| Photos | Flickr | [http://www.flickr.com/photos/cpwf/](http://www.flickr.com/photos/cpwf/?utm_source=CGIAR+Challenge+Program+on+Water+and+Food&utm_campaign=366abbe264-_CPWF_Water_and_Food_E_letter_Oc_201010_19_2010&utm_medium=email) | Deepak ([d.shanmuganathan@cgiar.org](mailto:d.shanmuganathan@cgiar.org)) |
| Videos | YouTube | [http://www.youtube.com/user/cpwftv](http://www.youtube.com/user/cpwftv?utm_source=CGIAR+Challenge+Program+on+Water+and+Food&utm_campaign=366abbe264-_CPWF_Water_and_Food_E_letter_Oc_201010_19_2010&utm_medium=email) | Deepak |
| Finalized internal documents | Knowledge Tree | http://www.cpwf-knowledge.org/login.php | Tonya  (t.schuetz@cgiar.org) |

## 4.3 Requirements of CPWF Partners

The following materials published through CPWF-sponsored research (regardless of whether their project is ongoing) are to be uploaded to CGSpace:

* Surveys, assessments, policy briefs and other materials produced at the basin level;
* Journal articles, books and book chapters;
* PhD and Master’s theses of students who have carried out most or a large part of their work for CPWF (subject to the necessary agreements with the students and the institutions they belong to);
* Other publications, such as papers in conference proceedings, working documents, manuals, guides, brochures, PowerPoint presentations, posters;
* CDs or DVDs that contain methods, procedures, or databases; and
* Final project reports.

## 4.4 Access rights

Partners should consult with the KM Team and their own institutions before signing any copyright transfer agreement. The KM Team will check what kind of limitations, if any, are attached to the article in accordance with the publisher’s terms and decide whether and when to place the paper in the CPWF repository (an embargo of 6, 12 or 24 months may apply).

CPWF researchers grant the CPWF/IR a non-exclusive right to reproduce, publish, electronically communicate, and distribute the material for the purpose of making the material available to end-users via its document repository.

If you are publishing a book, a book chapter, or are journal article, please inform the KM team and we can help you negotiate the e-rights. This can take many forms, for example, many books and journals now allow you to share pre-prints of the publication, which can be added to the CPWF repository. **It is extremely important that this is negotiated before publishing.**

# 5. CPWF standards

CPWF has developed Corporate Identity Guidelines to provide basins and projects with standards for producing and using materials. The following section provides an overview of how to use different CPWF standards.

## 5.1 Use of CPWF logo and collateral

The CPWF logo and other standard collateral (templates, business cards, and stationery) can be found at <http://waterandfood.org/logos-and-templates/>.

Please follow the guidelines outlined in the identity guidelines when using the CPWF logo and different types of collateral. Please note that since CPWF has joined CGIAR Research Program on Water, Land and Ecosystems, their [branding guidelines](http://wle.cgiar.org/about/corporate-materials/) also apply. Contact Michael Victor (m.victor@cgiar.org) for more information. The minimum standards are detailed below.

## 5.2 Standard CPWF logo and boiler plate text

All publications and materials should provide the following logos:



Please use this standardized text to introduce the CPWF:

|  |
| --- |
| **About CPWF**  The CGIAR Challenge Program on Water and Food was launched in 2002. CPWF aims to increase the resilience of social and ecological systems through better water management for food production (crops, fisheries and livestock). We do this through an innovative research and development approach that brings together a broad range of scientists, development specialists, policy makers and communities, in six river basins, to address the challenges of food security, poverty and water scarcity.  The CPWF is part of the CGIAR Research Program on Water, Land and Ecosystems. WLE combines the resources of 11 CGIAR centers and numerous international, regional and national partners to provide an integrated approach to natural resource management research. The program goal is to reduce poverty and improve food security through the development of agriculture within nature. This program is led by the International Water Management Institute (IWMI).  **Mailing address:**  CGIAR Challenge Program on Water and Food,  127 Sunil Mawatha Pelawatta, Battaramulla, Sri Lanka.  Tel +94 11 288 0143 Fax +94 11 278 4083  Email: [cpwfsecretariat@cgiar.org](mailto:cpwfsecretariat@cgiar.org) Learn more about the CPWF at: [www.waterandfood.org](http://www.waterandfood.org) |

## 5.3 Standard BDC text

Each basin should develop its own standard boiler-plate text of one or two short paragraphs. Please send this to Michael Victor (m.victor@cgiar.org) so that it can be added to the guidelines below. Currently, the standard text for the Basin Development Challenges is:

|  |
| --- |
| *About CPWF Basin Work*  CPWF is currently working in six river basins globally: Andes, Ganges, Limpopo, Mekong, Nile, and Volta.  The research in each basin tackles a specific basin development challenge (BDC) that were identified after wide consultation with partners, an analysis of CPWF’s past research, and where CPWF can have greatest impact. Each BDC is comprised of four to five linked, integrated projects, which together tackle the identified priority challenge of the basin.  The CPWF is part of the CGIAR Research Program on Water, Land and Ecosystems. WLE combines the resources of 11 CGIAR centers and numerous international, regional and national partners to provide an integrated approach to natural resource management research. The program goal is to reduce poverty and improve food security through the development of agriculture within nature. This program is led by the International Water Management Institute (IWMI). |

## 5.4 Standard acknowledgements of CPWF and donors

The CPWF's agreements with donors specify that both the CPWF and its donor(s) must be specifically acknowledged in all publications. The main donors for CPWF are:

* UK Department for International Development (DFID)
* European Commission (EC)
* International Fund for Agricultural Development (IFAD)
* Swiss Agency for Development and Cooperation (SDC)

There are a number of ways CPWF and its donors are to be acknowledged, as shown below:

**Using logos**

Funding for the research carried out in this report was provided by the following organizations, among others, through the CGIAR Challenge Program on Water and Food (CPWF).

|  |  |
| --- | --- |
| ::Dropbox:Public:logos:DFID Logo.jpg | UK Department for International Development (DFID) |
| ::Dropbox:Public:logos:EU.jpg | European Commission (EC) |
| ::Dropbox:Public:logos:IFAD_English.jpg | International Fund for Agricultural Development (IFAD) |
| ::Dropbox:Public:logos:SDC09.jpg | Swiss Agency for Development and Cooperation (SDC) |

**Where it is not feasible to use logos**

Use this text:

This research was carried out through the CGIAR Challenge Program on Water and Food (CPWF), which is funded by the UK Department for International Development (DFID), the European Commission (EC), the International Fund for Agricultural Development (IFAD), and the Swiss Agency for Development and Cooperation (SDC).

or this:

The CGIAR Challenge Program on Water and Food (CPWF) provided financial and technical support, under their project entitled ‘XXXXX’. Funding for this research was provided by UK Department for International Development (DFID), the European Commission (EC), the International Fund for Agricultural Development (IFAD), and the Swiss Agency for Development and Cooperation (SDC).